



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTS PAYABLE TECHNICIAN
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position has oversight responsibility for performing analytical and administrative work, accounts payable, account reconciliations, financial data record keeping, and accounting support activities for the Comprehensive Services Act (CSA) program. Reports to the Comprehensive Services Act (CSA) Coordinator.

There are two (2) levels of Accounts Payable Technician distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Processes vendor and routine Foster Care clients' payments to include monthly foster parent room and board payments, special maintenance payments, clothing and medical payments; ensures accuracy and verifies authorization.

Performs audits of all payables to confirm proper authorization, mathematical accuracy, adequate support documentation, accurate payee information and to determine if the payment has been properly assigned to a check request, small purchase authorization, purchase order or travel report. Researches and resolves discrepancies, resolves problems such as payment inquiries by vendors, errors on invoices and maintains contact necessary with vendor and various City department staff until all discrepancies are resolved.

Generates purchase orders for CSA clients' services; performs audits of all payables to confirm proper authorization, mathematical accuracy, adequate supporting documentation, accurate payee information to ensure payment has been properly assigned to check requests, small purchase authorizations or purchase orders; and researches and resolves discrepancies such as payment inquiries by vendors, errors on invoices.

Performs fiscal year-end duties to include organization, storage preparation of previous year payments and physical inventory; retrieves of information for external audit.

Performs data entry and retrieval of information and develops reports using word processing, spreadsheet and related software; copies and faxes information as required.

Creates and modifies documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or presentation software such as Microsoft Office or other programs and performs data entry and retrieval of information and administrative duties to include photocopying, faxing, mailing and filing.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounts Payable – Considerable knowledge of general accounting principles and procedures and financial computations as it relates to accounts payable. Considerable knowledge of the process used in auditing and matching invoices and paying bills.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes meeting quality standards for services, and evaluation of customer satisfaction.
- Technology – Thorough knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment and personal computers.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with other City departments and the public. Effectively responds to and resolves inquiries and disputes.
- Time Management – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication – Ability to effectively communicate ideas and procedures verbally and in writing. Ability to listen and understand information and ideas being presented verbally and in writing.
- Financial Management – Ability to review processes and to compare information in order to identify discrepancies and deviating circumstances. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.

EDUCATION AND EXPERIENCE

Accounts Payable Technician I – Requires a high school diploma and 1-2 years of accounts payable support work or related experience or an equivalent combination of education and experience.

Accounts Payable Technician II – Requires a high school diploma and 3-5 years of accounts payable support work or related experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.